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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 1441.1D**Effective Date: February 24,
2003Expiration Date: February
24, 2013[Printable Format \(PDF\)](#)**Subject: NASA Records Retention Schedules (w/Change 3, 1/31/06)****Responsible Office: Office of the Chief Information Officer**[| TOC](#) | [Preface](#) | [ChangeHistory](#) | [Introduction](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [AppendixA](#) | [AppendixB](#) |
[AppendixC](#) | [AppendixD1](#) | [AppendixD2](#) | [ALL](#) |**Appendix D. Part 2: Crosswalk of NRRS 7 and 8 to New Program/Project
Schedule Items July 9, 2004**

<u>Old Schedule Location #</u>	<u>Type (Schedule 7)</u>	<u>New Schedule Location</u>
7/1	R& D correspondence	103 or 107
7/2A	R&D project control files Director's office and/or Headquarters program office	103 or 107
7/2B	Lab chiefs and supervising directors	103 or 107
7/2C	Other copies	104 or 108
7/3	R&D source data files	103 or 107
7/4A	R&D long range planning files Headquarters and responsible office	101 or 107
7/4B	Contributing offices (Hqs and Centers)	103 or 107
7/4C	Other offices/copies	104 or 108
7/5A1(a)	R&D project files - planning and approval Published reports, OPR	101 or 107
7/5A1(b)	Working papers	105 or 109
7/5A2	Unpublished reports	103 or 107
7/5A3(a)	Program/Project documentation Decisions and rationale	101 or 107
7/5A3(b)	Other records	105 or 109
7/5B1	Technical reports Office of primary responsibility (OPR)	101 or 107

7/5B2	Other copies	102 or 108
7/5C	Project lists	103 or 107
7/5D1	Planning files Official set	101 or 107
7/5D2	Other working/reference copies and Offices	102 or 108
7/5E	Administrative - R&D	105 or 109
7/6	R&D program manager control files	101 or 107
7/7A through 7/7E	Earth Observations Commercial Applications Program (SSC only)* Selected EOCAP I proposals	Closed Series; continue in same location.
7/8	NASA research announcements (NRA)*	Accepted NRA:101 or 107Rejected NRA:105 or 109
7/9A1	R&D Peer Review and Evals External Reviews - Accepted proposals	101 or 107
7/9A2	External Reviews - Rejected proposals	109
7/9B1	Internal Reviews - Accepted proposals	101 or 107
7/9B2	Internal Reviews - Rejected proposals	109
7/10A	PAD (Headquarters)	101 or 107
7/10B	PAD (Center)	105 or 109
7/11	Mgmt Project Files	105 or 109
7/12A	R&D Specification Files/OPR	101
7/12B	All other copies	102
7/13	Public Reactions to Major Projects	101 or 107
7/14A	*RTOP (Research and Technology Objectives and Plans Summary (RTOPS)) CENTERS	101 or 107
7/14B	All other copies	102 or 108
7/14C	Electronic copies	112 or 113
7/15	R&D CenterTest Scheduling	105 or 109
7/16	Human experimental and research data records - NASA 10 HERD	105
7/17	Institutional operating plan (IOP)	105 or 109

7/18A	Drawings - R&D facilities files Office delegated responsibility for maintenance of official records set	101
7/18B	Hard copies if maintained on aperture cards	102
7/18C	Other copies and offices	102
7/19A1	Financial Reports - contracts and grants Headquarters, OPR Copy, June issue	Remains as is.
7/19A2	Other issues	Remains as is.
7/19B	Other copies/offices	Remains as is.
7/20A	Allotment of funds (504s) Headquarters	Remains as is.
7/20B	Center	Remains as is.
7/21A	Budget and programming resources/apportionment files Correspondence	Remains as is.
7/21B1	Recurring reports of scientific research and development activities. Headquarters	Remains as is.
7/21B2	Other copies/offices	Remains as is.
7/21C1	Special Studies Headquarters	Remains as is.
7/21C2	Other copies/offices	Remains as is.
7/21D1	Apportionment and reapportionment schedules and memoranda schedules Headquarters	Remains as is.
7/21D2	Other copies/offices	Remains as is.
7/21E1	Budget report files Annual report	Remains as is.
7/21E2	Other copies/offices	Remains as is.
7/21F	Background working papers	Remains as is.
7/21G1	Budget estimates and justification files Copies prepared or consolidated in formally organized budget offices	Remains as is.

7/21G2	Working copies, background materials, all Other office/copies	Remains as is.
7/22	Program/Project operating plan (POP)	105 or 109
7/23A	Program/Project name files Case files of the Assoc Administrator for Public Affairs (HQS)	101 or 107
7/23B	Other Offices/copies	102 or 108
7/24A through 7/24C	RESOURCES AUTHORITY WARRANTS (506s)	Remain as is.
7/25A1	Airborne data acquisition General correspondence	Remains as is.
7/25A2	Financial reports	Remains as is.
7/25A3	Flight schedules	Remains as is.
7/25A4	Job orders	Remains as is.
7/25B	Maintenance records (current/historical)	Remains as is.
7/25C1	Platform Aircraft - operational Transferred aircraft records	Remains as is.
7/25C2	Aircraft no longer in inventory	Remains as is.
7/25C3	Current/active aircraft maintained in agency inventory	Remains as is.
7/25C4	CAD system	Remains as is.
7/25C5	Other offices/copies	Remains as is.
7/25D	Configuration management files - various aircraft	Remains as is.
<u>Old #</u>	<u>Type(Schedule 8)</u>	<u>New #</u>
8/1	DIPEC Loan	Remains as is.
8/2A	Tool Drawing Files - Vellums, originals, & tracings	103
8/2B	All other copies	104
8/3	Data Files on Organic Materials used in Planetary Spacecraft construction	101
8/4A	R&D Corresp. - General Admin	105 or 109

8/4B	Proj. Correspondence - Other	103 or 107
8/4C	All Other Copies	104 or 108
8/5A1	R&D Project Files - Perm.	101
8/5A2	Temporary	103
8/5A3	All other copies	102
8/5B1	Nonselected Case Files	107
8/5B2	All other copies	108
8/6	Reserved	
8/7	Apollo Documentation	Closed Series; continue in same location.
8/8	Space Flight Experiment/Invest Reduced Data	101 or 107
8/9	CCB Records	103 or 107
8/10	Config Mgmt - Space Shuttle	101
8/11A	Design and engineering drawings for fabrication of display models and exhibits Original vellum drawings	103 or 107
8/11B	Other offices/copies	104 or 108
8/12A	Standards and specification files Office of primary responsibility (OPR)	101
8/12B	Other offices/copies	102
8/13	Advanced manned and unmanned mission studies	101 or 107
8/14A	Summary progress reports (R&D) Copies of reports retained by reporting office	103 or 107
8/14B	Feeder reports used for compilation of consolidated reports	105 or 109
8/14C	Consolidated reports consisting of an official file copy	101 or 107
8/15A	Pioneer spacecraft records Paper records	101Closed Series
8/15B	Magnetic tapes	103Closed Series
8/16	Project Control Files	103 or 107
8/17A1	R&D experimental projects data files Significant project data files	101

8/17A2	Non-significant project data files	107
8/17B	Data on electronic/computer media	101 or 107
8/17C	Data that has been fully incorporated into reports	105 or 109
8/17D	Other data files	105 or 109
8/18A	Atmospheric science data (KSC only) Lightning data	107
8/18B	LDAR records	107
8/19A	Planetary geoscience program records Principal investigator's (PI) files/records	109
8/19B	Other offices/copies	110
8/20A	Technical engineering publications files One record copy of each publication	103 or 107
8/20B	Camera-ready copy	105 or 109
8/21A	Laboratory notebooks (R&D) Bound serially numbered official laboratory notebooks	101 or 107
8/21B	Duplicated in technical reports or elsewhere	105 or 109
8/21C	All other notebooks/copies	105 or 109
8/22A1	Tracking and data acquisition - project minitrack analog charts Charts of selected stations	102 or 108
8/22A2	Charts of other stations	102 or 108
8/22B	Goddard Space Flight Center	101 or 107
8/23A1	Ground network program files Station Records	103
8/23A2	Program Planning Records	101
8/23B	Balloon and sounding rocket records	103
8/23C	Mission records	101
8/23D	Systems records - STDN	103
8/24A	Operating briefing files (R&D) Original documentation	105 or 109
8/24B	Other offices/copies	106 or 110
8/25A1a	MISSION OPERATION Video recordings Johnson Space Center -- Items 1-4 (JSC only)	101
8/25A1b		101

8/25A1c		101
8/25A1d		103
8/8/25A1e		103
8/25A2a		Remains as is.
8/25A2b		105
8/25A3a		101
8/25A3b		105
8/25A4		101
8/25A5	Kennedy Space Center - Items 5-8 (KSC only)	101
8/25A6		101
8/25A7		103
8/25A8a		101
8/25A8b		102
8/25B	Sts Video Tapes Of Minor Accidents, Mishaps, Or MalfunctionsSays MINOR	103
8/25C1	Still Photos (KSC only)	101
8/25C2		101
8/25C3a		103
8/25C3b		103
8/25D1ai	Technical Engineering Operations And Support For The SSP (KSC only)	103
8/25D1aii		103
8/25D1bi		103
8/25D1bii		103
8/25D1c		103
8/25D1di		103
8/25D1dii		103
8/25D1e		105
8/25D1fi		103
8/25D1fii		101
8/25D1fiii		103
8/25D1g		105
8/25D2ai		103
8/25D2aii		103
8/25D2bi		111

8/25D2bii		103
8/25D2c		103
8/25D3a		105
8/25D3b		103
8/25D3c		105
8/25D3d		105
8/25D3e		105
8/25D3f		105
8/25D3g		105
8/25D3h1		105
8/25D3h2		105
8/25D3h3		105
8/25D3i		105
8/25D4		105
8/25D5a		105
8/25D5b		105
8/25D6		105
8/25D7		106
8/26A1	Flight Readiness Review Files for STS 1 - 25	101
8/26A2	Flight Readiness Review files for STS-26 and continuing flights	101
8/26A3	All other installations and copies	102
8/26B1	Programmatic records	101
8/26B2	Project/Organization unique records	101
8/26B3	Electronic copies of records	112
8/27A1	SSP FDF - Flights STS 51L	101
8/27A2	SSP FDF - Flights STS-26 and continuing missions	101
8/27B	FDF Records Prior to STS-1	101
8/27C1	ISS Operational Records	101
8/27C2	ISS Operational Records	105
8/27C3	Records created with electronic mail applications	112
8/27.5A	Electronic database containing recommendation of program improvement	101

8/27.5B	Electronic copies	112
8/28A	Contractor Performance Evaluation Report: Project Manager's File	103
8/28B	Contractor Performance Evaluation Report: Headquarters	103
8/29A	Operations Program Progress Report: OPR	101
8/29B	Operations Program Progress Report: All other offices/copies	102
8/30A	STS 51-L Data Repository (JSC only)	101
8/30B	STS 51-L Data Repository: All other installations	102
8/31A1	Audio Tapes - Manned Space Flights, etc.(JSC only): Master tapes	101
8/31A2	Audio Tapes - Manned Space Flights, etc. (JSC only): All other offices/copies	102
8/31B	Audio Tapes - Spacecraft and Launch Vehicle Testing	105
8/31C	Audio Tapes - Expendable Launch Vehicle Testing	105
8/32	Aircraft Crew Members Qualifications and Performance Records	Remains as is.
8/33	Kennedy Space Center Shuttle Training Certification System	Remains as is.
8/34	Johnson Space Center Astronaut Training	Remains as is.
8/35	Astronaut Selection Database	101
8/36A1(a)	Payload Processing: Paper records	111
8/36A1(b)	Payload Processing: Microfilm	103
8/36A2	Payload Processing: Entry control logs, etc.	103
8/36A3	Payload Processing: Operations, maintenance. ...	105
8/36B1	Payload Safety Data: Safety Office	103
8/36B2	Payload Safety Data: Payload Office	103
8/36B3	Payload Safety Data: All other offices/copies	104
8/36C1	Payload Data Tapes ... Automated test equipment, etc.	103
8/36C2(a)	Payload Data Tapes: CITE Tapes	105

8/36C2(b)	Payload Data Tapes: CAS Tapes	105
8/36C3	Payload Data Tapes: Payload checkout unit	103
8/36C4	Payload Data Tapes: Tapes relating to storage of database	105
8/36C5	Payload Data Tapes: Tapes relating of telemetry.....	103
8/36.5A	Safety, Reliability & Quality Assurance	101 or 103
8/36.5B	Problem Reporting and Corrective Action	107
8/36.5C1	Quality Assurance Surveillance: related to quality assurance audits....	Remains as is.
8/36.5C2(a)	Quality Assurance Surveillance: stamp audit documents	Remains as is.
8/36.5C2(b)	Quality Assurance Surveillance: stamp issuance documents	Remains as is.
8/36.5C3	Quality Assurance Surveillance: electronic copies	Remains as is.
8/37	Occupational Safety and health administration (OSHA) citation files	Remains as is.
8/38A	RADIOACTIVE MATERIALS INSPECTION AND TEST FILES Office of Primary Responsibility	Remains as is.
8/38B	Other offices/copies	Remains as is.
8/39	RADIATION MONITORING AND DISPOSAL FILES	Remains as is.
8/40	RADIOACTIVE MATERIALS LICENSE FILES	Remains as is.
8/40.5	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CITATION FILES	Remains as is.
8/41	HEALTH AND MEDICAL CASE HISTORIES OF ASBESTOS WORKERS	Remains as is.
8/41.5A	CALIBRATION AND METROLOGY RECORDS Office of Primary Responsibility	101 or 103
8/41.5B through 8/41.5D		Remains as is.

8/42	ASBESTOS RECORDS	Remains as is.
8/43A through 8/43J	ENVIRONMENTAL RECORDS	Remains as is.
8/44A	Wind tunnel facility - R&D project (MSFC only)	Closed Series; remains in same location.
8/44B	National transonic wind tunnel (1980 - 1990) (LaRC only) This is a CLOSED Series	Closed Series; remains in same location.
8/44C	Wind tunnel records - general	107
8/45A	Facilities project case files Office of primary responsibility - Headquarters.	103 or 107
8/45B	Other offices/copies	104 or 108
8/46	PLANT ACCOUNTING FILES	Remains as is.
8/47A through 8/47E	AGENCY SPACE FILES	Remains as is.
8/48A through 8/48F	REAL PROPERTY FILES	
8/49	HOUSE APPLICATION FILES	Remain as is.
8/50	WALLOPS FLIGHT FACILITY BASE HOUSING TENANT RECORDS - NASA 53 BHTR	Remain as is.
8/51	WHITE SANDS TEST FACILITY FEDERAL HOUSING ADMINISTRATION (FHA) 809 HOUSING PROGRAM - NASA 73 FHAP	Remain as is.
8/52	SHOP PLANNING AND LAYOUT FILES	Remain as is.
8/53A1	Federal structures design files Files selected for architectural, historical, and technological significance Drawings	Remain as is.

8/53A2	Models	Remain as is.
8/53B	Authorized projects	Remain as is.
8/53C	Unauthorized projects	Remain as is.
8/53D1	Drawings/specifications - active/on-going facilities Original drawings/specifications and calculations	Remain as is.
8/53D2(a)	Voided drawings Hard copy drawing	Remain as is.
8/53D2(b)	Microfilm copy	Remain as is.
8/53D3	Historical drawings	Remain as is.
8/53D4	Silver halide aperture cards of original drawings and/or microfilm of specifications	Remain as is.
8/53D5	All other office/copies	Remain as is.
8/54	C of F construction/design files - corp of engineer (KSC only) CLOSED series of records	Closed Series; remains in current location.
8/55	C of F projects final reports	Remain as is.
8/56A through 8/56C	REPAIR AND UTILITY FILES	Remain as is.
8/56.5A through 8/56.5D	LIFTING EQUIPMENT	Remain as is.
8/57	Astronaut medical reports/records	Remain as is.
8/58	Medical records - Test subjects	Remain as is.
<u>Old Schedule Location #</u>	<u>Type(Schedule 7)</u>	<u>New Schedule Location</u>
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7/2A	R&D project control files Director's office and/or Headquarters program office	103 or 107
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7/21C2	Other copies/offices	Remains as is.
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8/25A1c		101
8/25A1d		103
8/8/25A1e		103
8/25A2a		Remains as is.
8/25A2b		105
8/25A3a		101
8/25A3b		105
8/25A4		101
8/25A5	Kennedy Space Center - Items 5-8 (KSC only)	101
8/25A6		101
8/25A7		103
8/25A8a		101
8/25A8b		102
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8/25C1	Still Photos (KSC only)	101
8/25C2		101
8/25C3a		103

8/25C3b		103
8/25D1ai	Technical Engineering Operations And Support For The SSP (KSC only)	103
8/25D1aii		103
8/25D1bi		103
8/25D1bii		103
8/25D1c		103
8/25D1di		103
8/25D1dii		103
8/25D1e		105
8/25D1fi		103
8/25D1fii		101
8/25D1fiii		103
8/25D1g		105
8/25D2ai		103
8/25D2aii		103
8/25D2bi		111
8/25D2bii		103
8/25D2c		103
8/25D3a		105
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